

## Individual Education Program (IEP) Formats and Initiatives from Other States September 16, 2002

On July 9, 2002, Dr. Alice Parker sent an email request to all other State Directors/Administrators of Special Education asking them to share any current IEP initiative as well as copies of their state required or state sample IEP form. One of the responses came from Dr. Eileen Ahearn from the National Association of State Directors of Special Education, who has recently completed a policy forum on special education paperwork. Although this paper has not been approved by the U.S. Department of Education, Table 1 below from the Draft Report is being shared to show the types of state mandated and state recommended forms current in use, including the IEP.

As can be seen by this chart, 14 states have a required statewide IEP form that school districts are mandated to use. An additional 27 states have developed an IEP form and are recommending its use within the school districts. Three states have developed an IEP form that is for information only. Only six states have no state-developed IEP form. Examples of IEP forms being used in the states listed in Table 1 are included the notebook provided under separate cover:

**Table 1. States Providing Copies of IEP Formats**

✓ Alabama.	✓ Iowa	✓ Rhode Island
✓ American Samoa,	✓ Kansas	✓ Pennsylvania
✓ Arizona,	✓ Maryland	✓ South Carolina
✓ Arkansas	✓ Massachusetts	✓ Virginia
✓ Connecticut	✓ Montana	✓ Wisconsin
✓ Delaware	✓ Missouri	✓ Wyoming
✓ Florida	✓ Oregon	

**Table 2: State Responses by Type of Form**

Type of Form	State Developed & Mandated for Use by Districts	State Developed & Recommended for Use by Districts	State Developed for Info Only	No State Developed Form
Referral for Initial Evaluation	AL, AR, HI, IL, OK, PA, WV, WY	AK, CO, CT, ID, MI, MO, MT, NC, ND, OH, TN, WI	MS, NH, NV, OR	AZ, CA, DE, FL, GA, IN, IA, KS, KY, LA, ME, MA, MD, MN, NE, NJ, NM, NY, RI, SC, SD, TX, UT, VA, VT, WA

Type of Form	State Developed & Mandated for Use by Districts	State Developed & Recommended for Use by Districts	State Developed for Info Only	No State Developed Form
Pre-Referral Activities Report Form	AL, AR, WY	CO, CT, ID, MT, NC, ND, WI	HI, KS, MS, OR, VA	AK, AZ, CA, DE, FL, GA, IL, IN, IA, KY, LA, ME, MA, MD, MI, MO, MN, NE, NV, NH, NJ, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VT, WA, WV
Procedural Safeguards Notice	AL, AK, AR, CT, DE, HI, IL, LA, MA, MO, MS, NJ, NY, OK, PA, WV, WY	AZ, CO, FL, GA, ID, KS, KY, ME, MD, MI, MN, MT, NE, NV, NH, NM, NC, ND, OH, OR, SC, SD, TN, VA, VT, WA, WI		CA, IN, IA, RI, TX, UT
Parental Permission for Initial Evaluation	AL, AR, HI, IL, LA, MA, OK, PA, WV, WY	AK, AZ, CO, CT, GA, ID, KS, KY, MI, MN, MO, MS, MT, NM, NC, ND, OH, SC, SD, TN, VT, WA, WI	NE, NV, NH, OR, VA,	CA, DE, FL, IN, IA, ME, MD, NJ, NY, RI, TX, UT
Report of Each Assessment	AL, AR, HI, PA	AK, AZ, CO, ID, ME, MA, MN, NC, ND, TN, WA, WI	KS, MS, NE, NH	CA, CT, DE, FL, GA, IL, IN, IA, KY, LA, MD, MI, MO, MT, NV, NJ, NM, NY, OH, OK, OR, RI, SC, SD, TX, UT, VA, VT, WV, WY
Minutes or Report of IEP Meeting	AR	AK, CO, CT, GA, KY, ME, MI, MT, NM, VT, WI	MS, NE, NV, NH	AL, AZ, CA, DE, FL, HI, ID, IL, IN, IA, KS, LA, MA, MD, MN, MO, NJ, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, WA, WV, WY
IEP Form	AL, AR, DE, HI, IA, LA, MA, NV, OK, OR, PA, RI, WV, WY	AK, AZ, CO, CT, FL, GA, ID, IL, KS, KY, ME, MI, MN, MO, MS, MT, NJ, NM, NC, ND, OH, SC, SD, TN, VT, WA, WI	NE, NH, VA	CA, IN, MD, NY, TX, UT

Type of Form	State Developed & Mandated for Use by Districts	State Developed & Recommended for Use by Districts	State Developed for Info Only	No State Developed Form
IFSP Form	HI, IL, IA, LA, MA, MD, NE, OK, OR, PA	CO, FL, GA, ID, KS, ME, MI, MN, MO, ND, SD, TN, VA	MS	AL, AK, AR, AZ, CA, CT, DE, IN, KY, MT, NV, NH, NJ, NM, NY, NC, OH, RI, SC, TX, UT, VT, WA, WV, WI, WY
Secondary Transition Plan Form	AL, AR, DE, HI, LA, MA, NV, OK, OR, PA, RI, WV, WY	AK, AZ, CO, CT, GA, ID, IL, KS, ME, MI, MO, MT, NJ, NM, NC, ND, OH, SC, SD, TN, WI	NH	CA, FL, IN, IA, KY, MD, MN, MS, NE, NY, TX, UT, VA, VT, WA
Part C to Part B Transition Plan Form	MD, OK, OR	CO, MI, MN, ND, RI, SD, TN; VT	NV,	AL, AK, AR, AZ, CA, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MA, MO, MS, MT, NE, NH, NJ, NM, NY, NC, OH, PA, SC, TX, UT, VA, WA, WV, WI, WY
Assessment Plan Form	AR, DE, MA, OK, PA, WV	AZ, CO, MI, NM, NC, ND, OH, VT, WA	GA, KY, NV, OR	AL, AK, CA, CT, FL, HI, ID, IL, IN, IA, KS, LA, ME, MD, MN, MO, MS, MT, NE, NH, NJ, NY, RI, SC, SD, TN, TX, UT, VA, WI, WY
Assistive Technology Form	HI, PA	CO, MI, ND, TN	GA, ID, LA, MS, OK, WI	AL, AK, AR, AZ, CA, CT, DE, FL, IL, IN, IA, KS, KY, ME, MA, MD, MN, MO, MT, NE, NV, NH, NJ, NM, NY, NC, OH, OR, RI, SC, SD, TX, UT, VA, VT, WA, WV, WY
Functional Behavior Assessment Report Form	AR, HI	AL, AK, CO, IL, ME, MI, MT, NC, ND, OH, PA, RI, SC, TN, WI	DE, GA, ID, MS, NV, NH, OK, VA	AZ, CA, CT, FL, IN, IA, KS, KY, LA, MA, MD, MN, MO, NE, NJ, NM, NY, OR, SD, TX, UT, VT, WA, WV, WY

Type of Form	State Developed & Mandated for Use by Districts	State Developed & Recommended for Use by Districts	State Developed for Info Only	No State Developed Form
Behavioral Intervention Plan Form		AL, AK, CO, HI, IL, ME, MI, MT, NJ, NC, PA, RI, SC, TN, WI	DE, GA, ID, MS, NV, NH, VA	AR, AZ, CA, CT, FL, IN, IA, KS, KY, LA, MA, MD, MN, MO, NE, NM, NY, ND, OH, OK, OR, SD, TX, UT, VT, WA, WV, WY
Manifestation Determination Form	AR, HI	AL, AK, CO, IL, ME, MI, MN, NC, ND, OH, PA, RI, SC, WI	NV, NH, WV	AZ, CA, CT, DE, FL, GA, ID, IN, IA, KS, KY, LA, MA, MD, MO, MS, MT, NE, NJ, NM, NY, OK, OR, SD, TN, TX, UT, VA, VT, WA, WY
Request for Independent Educational Evaluation		IL, WI		AL, AK, AR, AZ, CA, CO, CT, DE, FL, GA, HI, ID, IN, IA, KS, KY, LA, ME, MA, MD, MI, MN, MO, MS, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WV, WY
Progress Report	AR, HI, MA, PA	AL, AK, CO, CT, ID, IL, ME, MN, MO, NV, NM, ND, TN	MT	AZ, CA, DE, FL, GA, IN, IA, KS, KY, LA, MD, MI, MS, NE, NH, NJ, NY, NC, OH, OK, OR, RI, SC, SD, TX, UT, VA, VT, WA, WV, WI, WY
Annual IEP Review Form	AL, AR, HI, LA, MA, OK, PA, RI, WV, WY	AK, CO, FL, IL, ME, MI, MO, MS, NV, NJ, NM, NC, SC, TN, WA, WI		AZ, CA, CT, DE, GA, ID, IN, IA, KS, KY, MD, MN, MT, NE, NH, NY, ND, OH, OR, SD, TX, UT, VA, VT

Type of Form	State Developed & Mandated for Use by Districts	State Developed & Recommended for Use by Districts	State Developed for Info Only	No State Developed Form
Parental Rejection of IEP	PA	KS, MI, MN, NV, SC, TN, WI		AL, AK, AR, AZ, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KY, LA, ME, MA, MD, MO, MS, MT, NE, NH, NJ, NY, NM, NC, ND, OH, OK, OR, RI, SD, TX, UT, VA, VT, WA, WV, WY

The elementary and secondary IEP form that has been recently developed for American Samoa by the Western Regional Resource Center contains a section not usually on state IEPs, which focuses on the dreams and hopes of the student, included within the transition planning for secondary students and as a starting point discussion for elementary students.

Training materials provided by the New Hampshire State Department of Education emphasize that the IEP format should not confuse the process. A simple IEP format is provided that includes three basic questions: What do we know about the child? How can we help? How will we know if it's working? A teacher-friendly front page to the IEP is provided.

The State of Minnesota has developed an interagency Individual Interagency Intervention Plan that meets the requirements of an IEP, Individual Family Service Plan for infants and toddlers, mental health Individual Service Plan, and service plans of all other agencies. This interagency plan is being piloted in the state for students up to age 9. An electronic interagency system has been set up with the appropriate safety firewalls, etc., in order to encourage cross agency service planning for children and youth with disabilities. The following states also have a coordinated services planning process and format: Illinois, Maine, Missouri, North Carolina (Willie M. Lawsuit), Pennsylvania (Cordero Consent Decree), and Vermont.

## II. Other IEP Information

Consistent with Dr. Parker's request, State Directors/Administrators of Special Education sent other information regarding current IEP initiatives and activities within their state. Following is a summary of this information received that relates to the other priorities of the California Blue Ribbon Task Force.

### American Samoa:

- *A Guide to Developing Meaningful and Legally Compliant IEPs.*

### **Arizona:**

- IEP Guidance Document

### **Delaware**

- *The IEP Process* with resources such as a Positive Student Profile, Student IEP Input Form, Parent IEP Input Form, Teacher IEP Input Form, Data Sources Checklist, simple techniques to enhance collaboration in the IEP process, and transition driven IEPs.

### **Florida:**

- Document, *Developing Quality Individual Educational Plans: A Guide to Instructional Personnel and Families* – A Guide developed to help instructional personnel and parents develop quality IEPs. It includes IEP Quality Indicators Checklist and a sample IEP form and quick reference guide.
- Parent Guide to Getting Ready for the IEP meeting.
- TA Document on Present Levels of Educational Performance
- PowerPoint presentation – *IEP Components – Measurable Annual Goals, Including Benchmarks or Short-Term Objectives*

### **Hawaii:**

- PowerPoint training materials related to a statewide IEP Initiative: IEP Process, Teaming and Collaboration, Coordinated Services Planning, Assessment, Progress Monitoring

### **Iowa:**

- PowerPoint covering *IEP Meeting Preliminaries and 5 Phases of the IEP: 1) Identify Present Levels of Performance; 2) Develop Annual Goals; 3) Describe Education Services; 4) Consider the Least Restrictive Environment; and 5) Communicate Responsibilities and Progress*

### **Illinois**

- Trainer of Trainers: Individualized Education Programs (IEP) under IDEA.

### **Maine**

- A Guide to the Individualized Education Program

### **Maryland**

- *Transition Planning and Anticipated Services: IEP Process—Informational Guide for Students, Families, and Professionals*
- *Building IEPs with Maryland Families: What a Great IDEA!*
- All Inclusive Newsletter – Spring, 2002 – *Special Education is a Services—Not a Place*
- *Keys to Communication and Teamwork*
- PowerPoint Presentation: *Individualized Education Program (IEP)*

### **Montana:**

- *The Individualized Education Program: A Special Educator's Guide to the Individualized Education Plan Process.*

## **Vermont**

- Miscellaneous information including reference to a document, *Portfolios and Special Education: Building a Better IEP*.

## **Wisconsin**

- A Guide for Writing IEPs

## **III. Other Reference Materials**

1. *IEPs and Standards: What They Say for Students with Disabilities*, Technical Report 5. National Center on Educational Outcomes.
2. *Standards, Assessments, and IEPs: Planning for Success in the General Education Curriculum*.
3. *The IEP: A Synthesis of Research Since 1997*. Alexandria, VA: National Association of State Directors of Special Education.
4. Schrag, J.A., *Coordinated Services Planning*. Alexandria, VA: National Association of State Directors of Special Education (See Appendix A. for selected pages related to coordinated service planning).